

Request For Council Action

Subject:

Staff requests the Council confirmation to proceed with advertising and interviewing for positions relating to the Public Works Department, Parks Department, Internal Services Division, Department of Economic Development and to solicit bids for the fleet management program, fuel purchasing, and parts supply.

Summary:

Staff has received direction from Council at the Strategic Planning Meeting and subsequent Council action to advertise and interview for certain positions and to solicit bids for the fleet program. None of the expenditures for the actual staff or contracts will be recognized until the beginning of the 2014-15 budget.

Fiscal Impact: The only fiscal impact at this time will be staff time and advertising expenses associated with these items. No contracts will be signed or new staff hired until July 1, 2014.


Staff Recommendation:

Staff recommends approval of this resolution to ensure that the necessary labor and supplies will be available as soon after July 1, 2014 as possible.

Motion Recommended:

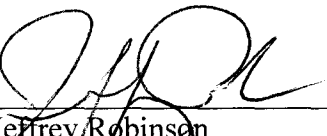
I move to approve Resolution 14-60 for the advertising, interviewing, and bid solicitation as defined in the resolution.

Proposed/Recommended by:


Richard L. Davis
City Manager

Reviewed by:


Wendell Rigby
Public Works Director


Jeffrey Robinson
City Attorney

THE CITY OF WEST JORDAN, UTAH

A Municipal Corporation

RESOLUTION NO. 14-60

A RESOLUTION AFFIRMING COUNCIL DIRECTION FOR STAFF TO TAKE CERTAIN ACTION IN ANTICIPATION OF THE 2014-15 BUDGET.

WHEREAS, it is the intent of the City Council to provide for the health, safety and welfare of the citizens of the City of West Jordan; and

WHEREAS, the Council has chosen to make changes to the Public Works Department in regard to Fleet, and Parks and to hire an Economic Development Director in the 2014-15 budget; and

WHEREAS, the City Council wishes to direct staff to take certain actions to prepare for these changes to take effect as soon after July 1, 2014 as possible:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST JORDAN, UTAH, THAT:

SECTION 1: The West Jordan City Council hereby directs the staff to proceed with the following activities in preparation for FY 2015 which include:

- a) Prepare a job description, advertise for the position, interview qualified candidates, and submit a name to the Council for advice and consent, for the position of Economic Development Director and prepare a budget and changes to the code as needed for the position and department.
- b) Prepare a job description, advertise for the position, interview qualified candidates, and submit a name to the Council for advice and consent, for the position of Parks Director and prepare a budget and changes to the code as needed for the position and department.
- c) Prepare a job description, advertise for the position, interview qualified candidates, and extend a conditional offer of employment for a Fleet Manager and Fleet Administrative Assistant.
- d) Prepare the FY 2015 budget and take necessary steps for the Fleet Division to:
 - a. prepare a six (6) month contract (July 1, 2014 – December 31, 2014) with Salt Lake County for the Fleet Management Services with provisions to cancel the contract with 30 days' notice,
 - b. solicit and prepare a contract for fuel purchase,
 - c. solicit and prepare a contract for auto parts supply,
 - d. solicit and prepare a contract for fleet management software.

SECTION 2: This Resolution shall take effect on March 27, 2014, with all hiring dates and contract dates to become effective on or after July 1, 2014.

Adopted by the City Council of West Jordan, Utah, this _____ day of _____ 2014.

Res. 14-60

KIM V. ROLFE
Mayor

ATTEST:

MELANIE S. BRIGGS, MMC
City Clerk/Recorder

Voting by the City Council

"AYE"

"NAY"

Judy Hansen

Jeff Haaga

Chris McConnehey

Chad Nichols

Ben Southworth

Justin D. Stoker

Mayor Kim V. Rolfe
